

Provides command and control statistical data to the Commander Air Force Forces (COMAFFOR) during joint training events using the Logistics Simulation model (LOGSIM) and Time-Phased Force Deployment Data (TPFDD) while participating in strategic planning of joint exercise scenario development of assigned major command programs by implementing and monitoring exercise events using the Joint Master Scenario Event List (JMSEL)

Provides operational level of war subject matter expertise to the Air Operations Center (AOC) in the command and control arena while producing message traffic and telecommunications to simulate all levels of command and control while interacting with the training audience to provide joint training

Documents planning and programming decisions by providing after action comments to senior leaders for analysis of joint exercise training effectiveness

Provides administrative direction and collaborative coordination between cells within the control group via an embedded email function and message release system during joint exercise events

Responsible for scheduling exercises, tests, and experimentation support as directed by Higher Headquarters using the Enterprise Scheduling Tool (EST)

Manages the squadron's current computer scheduling capabilities and ensures all events are entered into the appropriate software and databases

Re-wrote the 505th Combat Training Squadron Controlled/Open Storage Operating Instruction

Briefs squadron commanders on current and future events, and scheduling conflicts

Creates, coordinates, and monitors presentations for the organization's missions, exercises, experimentation support, and associated conferences

Assists in the implementation of the organization's SharePoint system providing a single integrated location where employees can efficiently collaborate with team members and find organizational resources

Operates models, simulators and collaboration tools; prepares databases, controller interfaces and reports for various training activities

Reviews and submits travel authorization request through the proper channels for approval in support of numerous exercises and events

Coordinate travel estimates between contractor, customer and contracts personnel to be sure funds are added to the contract

Updates cost estimate databases and provides reports to management in the tracking of expenditures involving organization travel cost

2008: Center Manager/Training Instructor, JobsPlus, Ft. Walton Beach, FL—

Managed and controlled facilities, equipment, and supplies while supervising 20 employees

Conducted research and needs assessment relevant to course development and revisions, changes in policies and procedures, professional development plans and the delivery of course materials

Planned, prepared, and revised work schedules and duty assignments according to customer needs, problems, workloads and statistical forecasts

Oversaw employment projects managed by Center employees, including the ability to reach placement goals and leverage local resources

Conducted regular, timely, performance evaluations for all Center employees

Conducted monthly Center meetings to analyze internal processes and recommend

and implement procedural or policy changes to improve operations

Participated in regular Center and employee performance review sessions

Ordered, acquired, distributed and stored supplies

Directed or coordinated the supportive services department within the organization

Hired and terminated administrative personnel

Prepared and reviewed operational reports and schedules to ensure accuracy and efficiency

2006 to 2008: Military Operations Analyst, Lockheed Martin Corporation, 505th Combat Training Squadron, 505th Command and Control Wing, Hurlburt Field, Florida

Provided subject matter expertise in the command and control arena

Received, processed, and controlled data for operational purposes

Developed command and control instructions and maintained training reference files, directives, office instructions, lesson plans, training aids and training records

Researched and developed planning and training documents supporting the customer's Air Operations Center (AOC) and Air Force Forces (AFFOR) staff training objectives

Operated models, simulators and collaboration tools; prepares databases, controller interfaces and reports for various training activities

Produces message traffic and telecommunications to simulate all levels of command and interacts with the training audience to provide a realistic environment

Participated in the planning and execution of ARDENT SENTRY-NORTHERN EDGE 07 which is a Joint Chiefs of Staff-directed, U.S. Northern Command (USNORTHCOM) sponsored homeland defense and Defense Support of Civil Authorities (DSCA) exercise

Developed a basic knowledge of applicable federal, state and local laws and regulations, guidelines issued by DHS, FEMA, EPA, OSHA and directives such as Homeland Security Presidential Directives (HSPDs) related to emergency preparedness, infrastructure protection and physical security

Primary security monitor responsible for classified safe and records management

2003-2006: Senior Juvenile Detention Officer, State of Florida, Crestview Facility—

Supervised over 400 juveniles in a 30 month period planning and coordinating schedules and daily operations

Ensured that offender services and programs were in compliance with Department of Juvenile Justice and court ordered regulations, detention services manual, facility operating procedures and quality assurance standards

Assisted operations of detention center providing safe, secure care and custody of all assigned detainees without fail

Developed and implemented corrective action plans

Maintained a safe environment and created an atmosphere that had zero tolerance for detainee escapes, abuse or sexual harassment

Ensured that all detainees were provided their constitutional rights with special concern for legal, medical and mental health issues

Developed and implemented a Home Detention Monitoring system that was used in two counties to track at risk youths

1980-2003: Command and Control Specialist, United States Air Force, Various Assignments—

Provided supervision of a 24/7 operating United States Air Force command center directing oversight of the command, control, communication and information support to all agencies

Developed and revised Quick Reaction Checklist (QRC) that were used in the dissemination of information to Numbered Air Forces (NAF), Major Commands (MAJCOM), National Military Command Center (NMCC), and the Air Force Operations Center (AFOC)

Developed and prepared management reports and briefings based on documented processes to provide decision makers real-time data to make informed decisions

Coordinated, directed, monitored, and reported mission movement during pre, in, and post flight phases with on and off base agencies to ensure successful mission accomplishment

Served as the responsible agency for command post operations and executed mission movement of the unit's peacetime, contingency, and wartime flying operations

Reviewed and coordinated the daily flying schedule with all involved agencies

Analyzed and evaluated unit response requirements and functioned as the executive agency for the wing command and staff as related to command and control activities

Assisted in development and implementation of proficiency training and certification programs for command post controllers

Provided certification instructions to controllers in areas of emergency action procedures, flight following, SORTS, C4 systems, operational reports, and command post security procedures

Assisted in managing wing level Status of Resource and Training Systems (SORTS) and other reporting programs

Used computer generated messages and reports software to submit reports for unit assigned aircraft, along with other operationally required reports

Collected, consolidated, and reported to higher headquarters combat readiness data from subordinate flying and non-flying units

Assisted with the management and control of facilities, equipment, and supplies

Assisted in the management and control of budgets for the command post

Assisted in establishing requirements for command and control activities

Managed accountability for equipment and supply accounts

Maintained a current publications library (to include JCS, DoD, USAF, GMAJCOM, AFRC, and local C2 directives)

Exercise Evaluation team member working with United States Air Force, local, and federal emergency response personnel to develop and implement exercises, drills, inspections, training, and assisted in the establishment of documentation and evaluation of emergency response exercises and Emergency Operations Center activation drills

Created course materials, developed exercise and tests which provided initial, refresher and recurring training on command emergency actions exercises

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. REYES (at the request of Ms. PELOSI) for today and the balance of the week on account of illness in the family.

ADJOURNMENT

Mr. JACKSON of Illinois. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 6 o'clock and 56 minutes p.m.), the House adjourned until tomorrow, Friday, March 11, 2011, at 9 a.m.